



# School of Business and Management

Bachelor of Science Degree Programs in  
Accounting and Business Administration and a  
Master of Business Administration (MBA) Degree

# STUDENT HANDBOOK



**"Striving in the Business of Success"**

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## University of Arkansas at Pine Bluff School of Business and Management

*Dear Student:*

*Welcome to the School of Business and Management at the University of Arkansas at Pine Bluff! If you are an incoming freshman, the School of Business and Management will be your academic home away from home for the next four years. If you are a transfer student, this is your academic home away from home for the few academic semesters needed to complete your program.*

*The School of Business and Management has two departments offering three programs, including one graduate (MBA) program and two undergraduate programs in Accounting and Business Administration. The two departments are designed to provide high-quality education, appropriate academic advising, teaching, mentoring and tutoring to ensure your academic success. It is up to you to take advantage of these services as soon and as often as you need them.*

*To assist in your transition to the university, you will be assigned an academic advisor to guide you to your destination – **Graduation!** Based on your major, you and your advisor will review and sign a degree plan indicating what you need to do to be a successful and competent student. Your assigned advisor and other advisors in the School of Business and Management will be available to you on a daily basis, or as per your agreement with the advisor. We want you to be successful and we will do all that we can to ensure that you are successful – but you must do your part as well.*

*Before the end of your program, you will take part in a series of comprehensive assessments to determine your level of competence for graduation. In addition to your course exams, all SBM students should be aware of the following required exams: English Proficiency Exam, Rising Junior (CAAP) exam, University College Exit Exam and Common Professional Component (CPC) exam. We look forward to supporting your academic and personal success in the School of Business and Management!*

*Sincerely,  
Lawrence Awopetu, Interim Dean*

## **PURPOSE OF THE SBM HANDBOOK**

The School of Business and Management Student Handbook is to guide students with a clear and concise Statement of Student Rights, policies, procedures, and responsibilities. The School of Business seeks to maintain a stimulating and culturally diverse environment wherein students will be inspired to commit themselves to a high level of personal integrity and intellectual rigor. Through an integrated program of business education and support services, students are afforded the opportunity to develop abilities which enable them to be responsible stewards of their talents, skills and material resources and to acquire a passion for life-long learning.

The SBM attracts students from Arkansas, the United States, and many other countries. Our school welcomes students from all cultural, educational, and socioeconomic backgrounds. We are alert to the changing educational requirements of our constituency and to the social and political forces at work within the communities it serves, and we respond to these changing needs with enthusiasm, creativity, intelligence, and hard work. This handbook does not relinquish the student's responsibility to know and comply with information in the *University Catalog* and the *UAPB ROAR Student Handbook*.

## **DISCLAIMER**

This handbook should be used together with the University of Arkansas at Pine Bluff academic regulations. This handbook provides information specific to the School of Business and Management. The School of Business and Management reserves the right to make changes at any time in individual courses and curriculum leading to the Bachelor of Science degree in business. Any policies contained in this handbook, after receiving appropriate approval, may also be changed. However, students who complete a degree within eight semesters may graduate under the curriculum prevailing at their time of initial enrollment.

## **MISSION**

The mission of the School of Business and Management is to prepare business and management professionals and leaders who are in high demand by business, government, industry, and community-based agencies in a learning environment that facilitates excellence through programs and courses of high relevance and value to society.

## **VISION**

Through visionary leadership, outstanding teaching and high-quality service, the School of Business and Management will achieve distinction as an exemplary school where quality teaching and learning prevail, and students are well prepared to engage in higher levels of education, leadership and employment.

## **CORE VALUES**

All students are protected and bound by four ethical values. These values embody the mission of the faculty, staff, students and alumni of the School of Business and Management and the community of scholars at the

University of Arkansas at Pine Bluff. These values are:

- **Respect**

We respect the dignity and integrity of all persons and property within the School and university. We act as a positive influence in representing the School of Business and Management and are ambassadors in creating a general concern for the welfare of others. We accept all persons, regardless of age, ethnicity, gender, race, religion, physical or mental disability, and sexual orientation. We conduct our actions with civility. All who enter this school are welcomed and treated with compassion and consideration. We understand our responsibility to ourselves and to the world at large to treat the earth and its inhabitants with respect.

- **Honor**

We maintain honor and respect in all aspects of our lives. In doing so, the scholars of the School of Business and Management respect the Academic Honor Code and the Student Code of Conduct in pursuit of the highest level of excellence with the utmost honesty and integrity. Whether in the classroom, on the playing field, on stage or elsewhere, School of Business and Management students are consistently beacons of honor in the university at large.

- **Integrity**

We have a social responsibility to uphold all rules and regulations set forth by the School and its departments. We are obligated to respect the beliefs of our affiliation with the University. We strive to learn from all experiences, positive or negative, made by our peers and ourselves. Each member of this school understands that it is the experiences of our past and of others that form each person's spirit and character.

- **Growth**

We aspire to learn and grow from the differences of others. Faculty members and students understand and respect that no two humans are alike and that the differences among us create the positive environment in which we live. We maintain our own self-respect and dignity, for without respect for the self a person cannot respect others. We engage ourselves in our own personal growth in all realms of life and foster a need for the same growth in others. We constantly strive to better ourselves through actions, thoughts and personal development.

By upholding these four values, we ensure that the School of Business and Management and the university at large will grow and prosper from internal and external relationships.

**We believe in:**

- Providing an accepting, comfortable and safe learning environment conducive to personal growth and development.
- Recruiting and cultivating a caring faculty and staff dedicated to teaching and service excellence.
- Encouraging students to participate actively in the learning and decision-making processes and in upholding the dignity and worth of every human being.

**PLEDGE**

Every SBM student, therefore, pledges to uphold and protect these rights and responsibilities in the following manner:

### **Academic Honor Code Pledge**

As a member of the SBM community, I do hereby pledge to uphold the Academic Honor Code of the School and to endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the property of others and absolute honesty in the performance of all academic work. I understand the provisions of the academic honor system and realize that a plea of ignorance will not be accepted.

### **School of Business and Management Program (Students) Learning Outcomes**

The overarching goal of Program Learning Outcome (PLO) assessment is to provide faculty in a department or program with information for evaluating student learning and identifying areas for instructional or curricular improvement. The School of Business and Management has adopted the following goals to ensure academic excellence in all the school's programs, two PLOs are assessed in each academic year.

- **Reading:** Reading strategies are teaching methods and activities that students can use with their children to help develop language and reading skills.
- **Oral Communication:** Oral communication includes the ability to speak and listen effectively for the purposes of informing, persuading, and/or relating.
- **Written Communication:** Written Communication involves expressing yourself clearly, using language with precision; constructing a logical argument; note taking, editing and summarizing; and writing reports.
- **Problem Solving:** This is the ability to identify problems, brainstorm and analyze answers, and implement the best solutions.
- **Teamwork:** It is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way.
- **Lifelong Learning:** Is the ongoing, voluntary, and self-motivated pursuit of knowledge for either personal or professional reasons.
- **Critical Thinking:** This is the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.
- **Ethical Reasoning:** is the ability to identify, assess, and develop ethical arguments from a variety of ethical positions.
- **Discipline specific skills:** Knowledge, Skills, and Competencies for specific programs/concentrations.

**School of Business and Management**  
**Contact Information**  
**Henderson Young Hall Building**

**Department of Accounting**

<b>Faculty Advisor</b>	<b>Program Concentration</b>	<b>Tel/Office/Cell# 870 575-XXXX</b>	<b>Phone/Email</b>
Lawrence Awopetu	Accounting	8649 / 8577 385 / 343	awopetul@uapb.edu
Dalia Chaudhuri	Accounting	8904 / 355	chaudhuri@uapb.edu
Young Park	Accounting	8480 / 377	parkyo@uapb.edu

**Department of Business Administration**

<b>Faculty Advisor</b>	<b>Program Concentration</b>	<b>Tel/Office</b>	<b>Phone/Email</b>
Peter Wui	Business Admin MBA	8599 / 307	wuiy@uapb.edu
Prasant Allaka	Management	8600 / 336	allakap@uapb.edu
Dieterick Govan	Management	8596 / 334	govand@uapb.edu
Jose Castillo	Management/ Int'l Bus.	8787 / 313	castilloj@uapb.edu
Tanesha Ford	Management Education	8581 / 354	fordtl@uapb.edu
Syed Qadir	Management/Marketing	8398 / 310	qadirs@uapb.edu
Joon Park	Finance / Economics	8083 / 376	parkj@uapb.edu
Jules King	Finance	8582 / 314	kingj@uapb.edu
Kamlesh Tiwari	Marketing	8597 / 337	tiwarik@uapb.edu
Theodis (Ted) Davis	Marketing	7013 / 379	davist@uapb.edu
Terrence Farrier	Visiting Professor Entrepreneurship	8085 / 356	farriert@uapb.edu
Mirza Shahjahan	Interim Assistant Dean	8018 / 343	<a href="mailto:shahjahanm@uapb.edu">shahjahanm@uapb.edu</a>
Cynthia Sims	Project/Program Specialist	8485 / 386	<a href="mailto:simsc@uapb.edu">simsc@uapb.edu</a>
Marilyn Johnson	Computer Lab Technician	8485 / Lab	<a href="mailto:johnsonm@uapb.edu">johnsonm@uapb.edu</a>

**Adjuncts**

Attorney Kearney: 870-643-5843

Bookstore-8856

<b>Administrative Staff</b>			
Tashima Franklin	Admin Specialist III Dean's Office	8233 / 348	franklint@uapb.edu
Frenchelle Johnson	Admin Specialist II Dept. of Accounting	8576 / 385	johnsonft@uapb.edu
Enoch Park	Admin. Specialist II Dept. of Bus. Adm.	8575 / 307	parkeh@uapb.edu

**ADMISSION TO THE SCHOOL OF BUSINESS AND MANAGEMENT**

Requirements: In order to be admitted to the School of Business and Management, the applicant must complete the following criteria:

1. Be accepted to the University of Arkansas at Pine Bluff and completion of all requirements such as, official transcripts or GED test scores, SAT or ACT scores, immunization records to the Office of Admissions and Academic Records before deadlines.
2. Must declare Business Administration or Accounting as a major.
3. Must have a GPA of 2.0 or above.
4. Complete first two semesters.

**THE SCHOOL OF BUSINESS AND MANAGEMENT**

The school of business and management offers three programs, including:

1. Master of Business Administration (MBA),  
with specialisation in:
  - a. Business Analytics
  - b. Gaming and Casino Management and
  - c. Hospitality Management

Undgraduate Programs:

1. Bachelor of Science in Accounting (B.S.)
2. Bachelor of Science in Business Administration (B.S.); Concentrations:
  - a. Management
  - b. Marketing
  - c. Finance
  - d. Economics
  - e. International Business
  - f. Business Technology Education
  - g. Entrepreneurship



## Program Objectives

Our school's curriculum aims to develop the following competencies:

Personal core competencies; these are observable and measurable knowledge, skills, abilities and personal attributes that contribute to enhanced employee performance and ultimately result in organizational success. They include:

ability to maintain a public reputation for excellence, problem solving and decision making, interaction, leadership, communication and project management.

- Ethical thinking:
- Problem solving:
- Team working skills:
- Decision making skills:
- Leadership skills:
- Project management skills:
- Communication skills:

Business perspectives core competencies: these are company's set of skills or experience in some activity, rather than physical or financial assets. It can also be defined as organizational core competency is an organization's strategic strength. The skills include:

- Analytical reasoning
- Quantitative skills
- Critical thinking
- Organisational skills
- Global perspectives
- legal perspectives and industry
- marketing and technology perspectives

## Department of Accounting

The Accounting Program is designed to build a set of skills based competencies that are needed by accounting students to pursue their professional career paths. Accounting is a key component for any successful organization.

Thus, our accounting program is designed to prepare students for careers in accounting and related fields. The program seeks to develop and enhance theoretical and practical accounting skills of accounting personnel in both the public and private sectors and provide them with an understanding of the economic, managerial and organizational contexts within which strategic decision making takes place.

## Department of Business Administration.

The department of business administration is home to our MBA graduate program and BS. Business Administration program. The BS program has seven concentrations, these are:

**Business Technology Education** is among the most important professions in the world today. There is a critical need for individuals with compassion for service to humanity. There is a critical need for more teachers in business to provide leadership to assist in the guidance and training of youth enrolled in high schools and to

inspire them to pursue careers in a wide range of business oriented professions. Graduates with degrees in Business Education acquire the expertise needed to become competent teachers of commercial classes at the secondary level all across the country. There is a critical need for more individuals who enjoy working with students to pursue careers in teaching. The Business Education curriculum includes all courses required to meet the requirements for certification for teachers in Arkansas. “A mind is a terrible thing to waste”. Become a teacher!

**Finance** covers all aspects of acquisition, administration and management of money. This will prepare students for careers in banking investments, financial analysis, stock brokerage and insurance.

**Economics** equips the student with an understanding of the aspects of supply and demand of resources. Economics graduates pursue careers in the government, financial institutions, stock market and research organizations.

**Management** trains the student in areas ranging from the aspects of managing people to the techniques used in managing resources. Management graduates obtain positions in personal management, operations research, inventory control and retailing.

**Marketing covers in** Understanding the place and contribution of marketing to the business enterprise. It also illustrates how the international trade system, economic, political-legal and cultural environments in a foreign country affect a company’s international marketing decisions. graduates obtain positions in marketing and its allied fields.

**International Business offers** the major trends in the international trade and investment patterns between and among the major groups of nations. A major in international business is valuable for positions with an international context in areas such as finance, purchasing, marketing, production, logistics and planning.

**Entrepreneureship** equips with an objectives of entrepreneurship education are all about focused development. Entrepreneurs need certain traits and skills, business acumen and financial literacy, as well as an entrepreneurial mindset. A major in Entrepreneurship will be a consultant, research and development, non-profit fund raiser, teacher.

## BUSINESS SCHOOL REQUIREMENTS

The following are the core business core courses required for a degree in the school of Business and Management.

Course	Course Title	Credits (41)
ACCT 2312	Principles of Fin. Accounting	3
ACCT 2324	Principles of Man. Accounting	3
BADM 3314	Business Law I	3
FINA 2321	Business Math	3
FINA 3310	Principles of Finance	3
MGMT 2200	Business Ethics	2
MGMT 3300	Principles of Marketing	3
MGMT 4350	Business Strategies & Policies	3
MKTG 3300	Principles of Marketing	3
MIS 1312	Microcomputer Applications	3
MIS 3350	MIS or AIS (for Acct major)	3
BUED 3301	Business Communication	3
ECON 3311	Business Statistics	3

ECON 3312	Statistics for Decision Making	3
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### OTHER REQUIREMENTS

A grade of “C” is required in all courses in the area of concentration. At least 30 semester credit hours must be taken during program enrollment. Of the 120 semester hours, the last 30 hours must be in residence at UAPB.

### ACADEMIC ADVISING

Upon admission to the University, each student will be assigned an academic advisor from one of the departments in the School of Business and Management. A faculty member will advise the student regarding University procedures such as course selections, DROP, ADD, prerequisites, repeating courses, etc., and will also explain academic regulations and their relationship to the student's major. All faculty members will post office hours on class syllabus and office door at the beginning of each semester. It is the responsibility of the student to make and keep scheduled appointments with their faculty advisors throughout the semester regarding their progress. *Note: Student must go to their appropriate department regarding their assigned faculty advisor.*

#### Procedure For Advisement:

1. At the beginning of each semester, the faculty advisor and student will review and revise the proposed plan of study prior to registration, as appropriate.
2. Student advisement will be recorded on the designated advisement form during each meeting, dated and signed by both parties.
3. When student policies are revised or new policies are generated, copies will be distributed by the faculty advisor to the assigned advisee. The student will sign the form documenting receipt of the policy.
4. Each student must contact and schedule an appointment with his/her assigned faculty advisor prior to adding/dropping or possibly failing a course (s). All class changes made by the student should be approved and signed by the faculty advisor on university forms.
5. The advisor and the student will review the student's progression through sequential courses and GPA.
6. Faculty are available 10 hours per week to students for advising and office hours. Faculty will conference with students upon request at time outside the posted conference hours as requested by students.

### SBM CLUBS AND ORGANIZATIONS

The School of Business and Management encourages business majors to join one or more of the five departmental clubs, which include:

- Accounting Club
- Investment Club
- Entrepreneurship club
- Marketing Club
- Honor Society (Delta Mu Delta)

*Mission Statements of SBM Clubs:*

#### **Accounting Club**

The purpose of the Accounting Club is to promote the accounting profession and to foster interaction among professional accounting organizations, students, and faculty/staff. Specifically, the club is to provide the students of accounting an opportunity to: 1) gain a better understanding of the problems and potentialities of the business world, 2) facilitate an opportunity for membership in the external professional societies, and 3) provide a service to the community, so that students may be better prepared to carry out their responsibilities as future business leaders and professionals.

## **Marketing Club**

The purpose of the Marketing Club is to provide the following benefits to club members:

- Establish a strong marketing reputation for Pine Bluff within academic and professional circles.
- Provide a forum in which to educate and enhance their understanding of marketing issues.
- Assist club members in discovering & exploring diverse marketing employment opportunities.
- Stimulate interaction among students, outside companies, and faculty to enhance participation in marketing and community relationships.

## **ENACTUS Club (Formerly SIFE-Students in Free Enterprise)**

ENACTUS ignites business innovation with integrity and passion through entrepreneurship and creates the experience of social impact that sparks social enterprise by action through student, academic, and business leaders collaborating to create a better world.

## **Honors Society**

Delta Mu Delta is a business honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities. The student must have 60 credit semester hours and a cumulative grade point average of 3.2 or above. For more information, please contact the Dean's office, Henderson Young Hall room 348 or call (870)575-8485.

Other clubs in the School of Business and Management include the Investment/Finance and Economics Club.

## **Scholarships**

The School of Business and Management offers scholarships to students with 30 credit semester hours or more. Qualified students may apply for the next fall semester. For more information concerning the application process, please contact the Dean's office, Henderson Young Hall Room 348 or call (870)575-8233.

## **TESTING REQUIREMENTS**

All Bachelor of Science students are required to take the following exams before graduating:

### **Rising Junior (CAAP) Exam**

The Rising Junior or CAAP exam (College Assessment of Academic Proficiency) is administered to students who have completed 60 hours of credit, minus any developmental courses. This test is administered through the Office of Student Counseling, Assessment and Development. Students are required to register to take the test in Caldwell Hall, Room 207, prior to testing. Notifications are posted prior to the exam dates. For more information, call (870)575-8290.

### **English Proficiency Exam**

Students who have completed English Composition I at another college/university are required to take and successfully pass the English Proficiency exam. Students who completed English Composition I (ENGL 1311) at UAPB since fall 2000 and earned a grade of "C" or higher will have satisfied the English Proficiency requirement. A passing score on the exam is a requirement for exiting University College.

### **University College Exit Exam**

Students who have earned more than 60 credit hours (including transfer students) and have not taken the Rising

Junior Exam, will be required to take the University College Exit Exam in lieu of the Rising Junior. This test is administered by University College. Students must register for this exam in Corbin Hall, Room 100 or by calling (870)575-8335.

### **Common Professional Component (CPC) Exam**

The Common Professional Component (CPC) exam is administered to all seniors during their last graduating semester from the School of Business and Management. The SBM has engaged the services of Peregrine Academic Services to serve as a proctor for “CPC”. Peregrine services provide a range of online comprehensive exams for performing direct assessment in a range of Business disciplines.

A graduating senior who has taken the CPC test must score a minimum of 50% to graduate from the School of Business and Management. Study guides are provided on the Peregrine Services website after you have registered to take the test. Students will be allowed to retake the exam once or as necessary if a passing score is not earned during the initial testing. For more information on CPC test, please contact the office at 870-575-8233.

## **GRADUATION REQUIREMENTS**

Prior to graduation, candidates must apply for graduation in the Registrar's Office and graduation fees must be paid at the cashier's office. See the University Catalog and *The ROAR* for additional graduation requirements.

## **GRADING SCALE**

The School of Business and Management adopts the University of Arkansas at PineBluff grading scale. Listed below is our grading scale:

100%	-	90%	=	A
89%	-	80%	=	B
79%	-	70%	=	C
69%	-	60%	=	D
Below	-	60%	=	F

### **Incomplete Grades (“I”)**

An incomplete grade (“I”) indicates that the student has not met specific requirements in a course and the student must complete assignments and/or exams. The instructor will only report an “I” if the student is passing and can complete the assignments without additional assistance and has a valid reason for not completing course work during the semester. The student must petition for an “I” before the final examination.

A written justification for the “I” must be submitted by the instructor and a copy must be filed in the department chairperson’s office along with a petition from the student. Please refer to *The ROAR* for more information on incomplete grades.

## **STUDENT RECORD ACCESS**

Students have the right to review or obtain a copy of their student file. Reviewing of a student files should occur with the Faculty Advisor only.

## **STUDENT ACADEMIC GRIEVANCE PROCEDURES**

Student academic complaints or grievances within the School of Business and Management will be in accordance with the Academic Grievance Policy found in *The ROAR*.

### **STUDENTS WITH DISABILITIES**

The School of Business and Management accommodates students with disabilities according to federal and state laws and UAPB's commitment to equal educational opportunities. Students with disabilities should refer to *The ROAR* or contact:

Disability Services and Veteran Affairs  
Caldwell Hall, Room 206  
(870) 575- 8552

### **DRUG FREE LEARNING ENVIRONMENT AND WORKPLACE POLICY**

All students in the School of Business and Management are governed by the Drug Free Workplace policy statement of the University of Arkansas at Pine Bluff (Refer to *The ROAR*).

### **STUDENT ACTIVITIES, ORGANIZATIONS AND SERVICES**

There are many cultural activities, organizations and services on the UAPB campus. It is highly recommended that students attend and/or participate in these activities for social and personal growth. (See the *University Catalog* or *The ROAR* for listings).

### **STUDENT CONDUCT CODE PLEDGE**

As a member of the SBM community, I do hereby acknowledge that I have been advised of my responsibilities within the SBM Student Conduct Code and I voluntarily, by virtue of my enrollment, accept responsibility for upholding the Student Conduct Code and all School policies. I understand that it is my responsibility to read and understand the provisions of the Student Conduct Code and realize that a plea of ignorance will not be accepted.

### **PROFESSIONAL DRESS DAY**

Every Wednesday all business majors are required to dress in professional business attire.



**UNIVERSITY OF ARKANSAS AT PINE BLUFF**  
**School of Business and Management**

I \_\_\_\_\_, acknowledge that I have received, read and understand the policies, guidelines and expectations documented in the *University of Arkansas at Pine Bluff, School of Business and Management Student Handbook*. I understand that an opportunity is permitted to ask questions or get clarification concerning anything within the School of Business and Management or the university.

Student Signature: \_\_\_\_\_

Student I.D. \_\_\_\_\_

Date: \_\_\_\_\_